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ALBERTA CORRESPONDENCE SCHOOL

ELEMENTARY INFORMATION BULLETIN

1975 - 76

7314301



ALBERTA CORRESPONDENCE SCHOOL
ELEMENTARY SECTION - GRADES I TO VI

Location
12116 Stony Plain Road
EDMONTON, Alberta

INFORMATION BULLETIN - 1975 - 76

Mailing Address
Alberta Correspondence School
Department of Education
EDMONTON, Alberta
T5N 3M8

Mailing Address
Alberta Correspondence School
Department of Education
EDMONTON, Alberta
T5N 3M8

ALBERTA CORRESPONDENCE SCHOOL-APPLICATION FORM
ELEMENTARY SECTION - GRADE I TO VI

Date received
by A.C.S.

- A -

1975 - 76
E1331

Location
12116 Stony Plain Road
EDMONTON, Alberta
Telephone: 427-2766

Please refer to Information Bulletin for:
- elementary courses and textbooks
- fees, eligibility to receive courses

1. Print student's name in block letters.
Underline given name used.

SURNAME	GIVEN NAMES		
	Day	Month	Year
Street or Box No. Address	Student's present age Grade 1 students must be 6 on or before February 29, 1976.		
Town or City	If a correspondence student in 1974-75 give file number.		
Name of elementary school last attended	Grade	Year	

2. Write the grade student is to be enrolled in for the 1975-76 school year.

FULL GRADE	OR	Separate Subject Course	Grade	REGISTRATION FEES									
					Resident Alberta Students					Non-Resident Alberta Students			
				No charge if									

See Information Bulletin for
separate subjects available
and fees.

eligibility requirements met.

Fees enclosed _____
(Make cheque or money order payable to the Department of Education.)

3. Lessons will be supervised by: _____

(name of supervisor)

(address)

(experience)

4. State reason for requesting lessons. _____

5. If lessons are requested for medical reasons, please enclose *MEDICAL STATEMENT*.

*6. If the student lives within a School Division or County, this application must be signed by the Superintendent to show that approval of registration for correspondence studies is granted.

Name of School Division or County _____

No. _____

Approval of registration: _____

Signature of Superintendent

(When a medical statement is enclosed, signature of Superintendent is not required.)

*7. Signature of parent or guardian _____

Date _____

PLEASE DO NOT WRITE IN THIS SPACE

File No. _____

Letter _____

Approved by: _____

Lessons _____

Commence at _____

Textbooks _____

Checked by: _____

Fees paid by: _____



ALBERTA CORRESPONDENCE SCHOOL
ELEMENTARY SECTION - GRADES I TO VI

Location
12116 Stony Plain Road
EDMONTON, Alberta

Ph. 427-2766


INFORMATION BULLETIN - 1975 - 76

for use - JULY 2, 1975 to JUNE 15, 1976.

Mailing Address
Alberta Correspondence School
Department of Education
EDMONTON, Alberta
T5N 3M8

*Elementary Application E1331 and
Adult Application C1331
enclosed with this bulletin*

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REGISTRATION AND EXPIRY DATES

Registration Period

A student may register any time between July 2, 1975 and June 15, 1976.

Expiry Date

A student's 1975-76 registration expires at the end of August, 1976.

A student who does not complete the full grade at the end of August 1976 may re-register in the grade for the 1976-77 school year. See information about re-registration on page 7 of this bulletin.

2. HOW TO OBTAIN LESSONS

1. Fill out the application form pages A and B.

2. If a child lives in a School District within a *School Division* or *County*, the application form must be signed by the Superintendent to show that approval of registration for correspondence studies is granted. If you cannot see him personally, mail the form to the Divisional Office. A list of School Divisions and Counties with addresses is given below.

SCHOOL DIVISION	ADDRESS	COUNTY	ADDRESS
Acadia No. 8	Box 269, Oyen, TOJ 2JO	Athabasca No. 12	Box 540, Athabasca, TOG 0B0
Berry Creek No. 1	Sunnynook, TOC 2M0	Barrhead No. 11	Barrhead, TOG 0E0
Bonnyville No. 46	Bonnyville, TOA 0L0	Beaver No. 9	Box 140, Ryley, TOB 4A0
Calgary No. 41	Bag 3910, Station B, Calgary, T2M 4M5	Camrose No. 22	5402-48 A Ave., Camrose, T4V 0L3
Cardston No. 2	Cardston, TOK 0K0	Flagstaff No. 29	Sedgewick, TOB 4C0
Crowsnest Pass No. 63	Box 568, Blairmore, TOK 0E0	Forty Mile No. 8	Foremost, TOK 0X0
Drumheller Valley No. 62	Box 1839, Drumheller, TOJ 0Y0	Grande Prairie No. 1	R.R.2, Wapiti Road, Grande Prairie T8V 2Z9
East Smoky No. 54	Box 210, Valleyview, TOH 3N0	Lacombe No. 14	Drawer 1330, Lacombe, TOC 1S0
Fairview No. 50	Box 159, Fairview, TOH 1L0	Lac Ste. Anne No. 28	Sangudo, TOE 2A0
Foothills No. 38	High River, TOL 1B0	Lamont No. 30	Lamont, TOB 2R0
Fort Vermilion No. 52	Box 160, Fort Vermilion, TOH 1N0	Leduc No. 25	Leduc, TOC 1V0
High Prairie No. 48	Box 870, High Prairie, TOG 1E0	Lethbridge No. 26	214-13 St., S., Lethbridge, T1J 2V5
Lac La Biche No. 51	Lac La Biche, TOA 2C0	Minburn No. 27	Box 550, Vegreville, TOB 4L0
Medicine Hat No. 4	147-6 St., S.E., Medicine Hat, T1A 1G7	Mountain View No. 17	Box 100, Didsbury, TOM 0W0
Neutral Hills No. 16	Consort, TOC 1B0	Newell No. 4	Box 158 Brooks, TOJ 0J0
Northland No. 61	Box 1440, Peace River, TOH 2X0	Paintearth No. 18	Castor, TOC 0X0
Peace River No. 10	Box 339, Peace River, TOH 2X0	Parkland No. 31	Stony Plain, TOE 2G0
Pincher Creek No. 29	Box 219, Pincher Creek, TOK 1W0	Ponoka No. 3	Box 1830, Ponoka, TOC 2H0
Provost No. 33	Provost, TOB 3S0	Red Deer No. 23	Box 920, Red Deer, T4N 5H3
Rangeland No. 9	412 Centre St., Hanna, TOJ 1P0	Smoky Lake No. 13	Smoky Lake, TOA 3C0
Rocky Mountain No. 15	Box 896, Rocky Mtn. House, TOM 1T0	Stettler No. 6	Box 1270, Stettler, TOC 2L0
Spirit River No. 47	Spirit River, TOH 3G0	St. Paul No. 19	St. Paul, TOA 3A0
Starland No. 30	365-2 St., East, Drumheller, TOJ 0Y0	Strathcona No. 20	Box 4010, Edmonton, T6E 4S8
Sturgeon No. 24	Box 415, Morinville, TOC 1P0	Thorhild No. 7	Thorhild, TOA 3J0
Taber No. 6	Box 1239, Taber, TOK 2G0	Two Hills No. 21	Box 490, Two Hills, TOB 4K0
Three Hills No. 60	Box 310, Trochu, TOM 2C0	Vermilion River No. 24	Kitscoty, TOB 2P0
Wainwright No. 32	Box 1530, Wainwright, TOB 4P0	Vulcan No. 2	Vulcan, TOL 2B0
Westlock No. 37	Box 130, Westlock, TOG 2L0	Warner No. 5	Warner, TOK 2L0
Willow Creek No. 28	Box 69, Claresholm, TOL 0T0	Wetaskiwin No. 10	5109-51 St., Wetaskiwin, T9A 2A5
Yellowhead No. 12	Box 1570, Edson, TOE 0F0	Wheatland No. 16	Strathmore, TOJ 3H0

Students of school age in private schools or non-divisional districts should send the applications for approval to their Regional Office. Address your correspondence to the Co-ordinator of the office in your zone.

REGIONAL OFFICE

Grande Prairie ----- 5th Floor Nordic Court, 10014 - 99 Street, Grande Prairie
 Edmonton ----- 500 Devonian Bldg., 11160 Jasper Ave., Edmonton
 Red Deer ----- 202 Balmoral Bldg., 4929 Ross St., Red Deer
 Calgary ----- Rm 1200, Rocky Mtn. Plaza, 615 Macleod Trail, S.E., Calgary
 Lethbridge ----- 236 Adm. Bldg., Community College, Lethbridge

Applications from the Northwest Territories must be signed by the Superintendent of Education indicating that the Government of the Northwest Territories accepts responsibility for the fees. Address inquiries to the nearest office.

3. ELIGIBILITY TO RECEIVE CORRESPONDENCE LESSONS

The Alberta Correspondence School will send lessons in Grades I to VI for the following:

- (a) Children who are six years of age on or before February 29, 1976.
- (b) Children who live where there is no school.
- (c) Children who cannot go to school because of illness or some physical disability.
- (d) Children who live too far from a school or bus route.
- (e) Children of parents temporarily living outside the province.
- (f) Adults who wish to improve their education.
- (g) Persons in a place of detention.

4. FEES FOR RESIDENT ALBERTA STUDENTS

Any student residing in Alberta will be granted courses FREE of charge by the Department of Education, providing the application is approved by the School. For students of school age, one of these conditions must apply:

- (a) Student lives in an unorganized territory in Alberta. (*Description of land location must be submitted with the application form.*)
- (b) Student is unable to receive regular classroom instruction because of physical disability or other medical reasons. A medical certificate issued by a medical doctor or district nurse must be enclosed with the application, stating that the student is unable to attend school over an extended period of time as a result of the disability. The medical certificate should be dated, and appear on the official letterhead of the doctor or district nurse. The medical certificate must be renewed each school year.
- (c) Student is in a place of detention.
- (d) Student is recommended as a special case by the superintendent of schools or by the Department of Education.

5. FEES FOR NON-RESIDENT STUDENTS

A non-resident is one who lives outside of Alberta at the time of registration, or who lives in Alberta, but will be leaving the province and sending lessons in from outside Alberta.

A student who is temporarily residing outside of Alberta, and plans to continue his studies in Alberta when he returns may register for courses with the Alberta Correspondence School.

REGISTRATION FEES

FULL GRADE \$25.00

SEPARATE SUBJECT COURSES

Language Arts (<i>Grade III</i>)	10.00
Social Studies & Science (<i>Grade III</i>)	10.00
Arithmetic (<i>Grades III, IV, V, VI</i>)	10.00 per grade

MAKE FEES PAYABLE BY MONEY ORDER OR CHEQUE TO THE DEPARTMENT OF EDUCATION, EDMONTON, ALBERTA.

COURSES CANNOT BE SENT C.O.D.

6.

POSTAGE AND MAILING

- (a) The student is required to pay the postage on everything which he sends or returns to the Alberta Correspondence School. The Alberta Correspondence School will pay the outgoing surface postage on all items mailed to any address in Canada or the United States.
- (b) Students whose addresses are outside Canada or the United States must pay the postage on outgoing and incoming lessons. At the time of registration, sufficient funds should be remitted to cover cost of shipping material to the student.
- (c) An initial sum of \$40.00 per student should also be deposited with the Alberta Correspondence School, to cover air mail charges on the return of corrected lessons. Additional air postage funds may be required during the year depending on postal rates.

7.

GENERAL INFORMATION

- (a) A *FULL GRADE* course in Grades I - VI consists of 33 lessons. Each complete lesson is planned on a five-day school week. This means that a *FULL GRADE* course takes approximately 8 1/2 months to complete satisfactorily. In planning the courses, allowances have been made for regular school holidays such as Thanksgiving, Christmas and Easter. Allowances have also been made for the occasional sick day. A student who begins his correspondence studies in September, and works regularly can easily complete the course by the end of June.
- (b) A *FULL GRADE* course at the elementary level includes writing, reading, language, spelling, science, health, social studies, art and arithmetic activities.
- (c) Some separate subject courses are available for those students who wish to register in one subject only. See pages 3 and 7 for the available separate subject courses.
- (d) When a student is registered, a letter or shipping order is sent giving the student's file number. This must be written clearly on every lesson, letter, or other material sent to the Alberta Correspondence School.
- (e) On registration, the first eleven lessons are sent to correspondence students studying in Alberta. Further lessons will be sent as the student progresses and well before the time they will be needed. Envelopes will be enclosed with the lessons.
- (f) On registration the *COMPLETE SET OF LESSONS* is sent to students studying outside Alberta. Envelopes will be enclosed with the lessons.

8.

TEXTBOOKS

- (a) The Alberta Correspondence School loans textbooks, readers, and library books to students in Grades I to VI who live in Alberta and who are studying at home.
- (b) Upon completing the grade, the student should return the books promptly to avoid delays in issuing a promotion certificate. Parents are responsible for the care of books. (*See the declaration on page B of the application form.*) If books are scribbled on or defaced in any way, this service may be discontinued.
- (c) Books are not loaned to students in supervised centres.
- (d) A student living outside Alberta at the time of registration (*or who moves from Alberta after he has registered*) is expected to purchase the required textbooks and workbooks. These may be purchased from:

The School Book Branch
Public Works Building
10410 - 121 Street
Edmonton, Alberta
T5N 1L2

Textbook Order Forms will be supplied for this purpose.

When a student is unable to obtain certain textbooks, he may borrow textbooks from the Alberta Correspondence School upon payment of a *CAUTION FEE*. The caution fee, which is the total cost of loaned books, will be refunded when books are returned in perfect condition. See page 6 of this bulletin for list of books loaned on *CAUTION FEE*.

9.

TRANSFERRING FROM THE CLASSROOM

A student transferring from a classroom to correspondence instruction must have the *ATTENDANCE AND PROGRESS REPORT* completed. (*See page 8*) The progress report should be submitted with the Application Form.

10.

TEXTBOOKS AND WORKBOOKS USED WITH THE LESSONS

(a) GRADE ONE

New We Look and See
 New We Come and Go
 New We Work and Play
 Think-and-Do to accompany the above: (*workbook*)
 New Fun with Dick and Jane
 Think-and-Do to accompany: (*workbook*)
 New Fun with Dick and Jane
 New Our New Friends
 Think-and-Do to accompany: (*workbook*)
 New Our New Friends
 Seeing Through Arithmetic, Grade 1
 Seeing Through Arithmetic, Grade 1,
 Practice Tablet

(b) GRADE TWO

New Friends and Neighbors
 New More Friends and Neighbors
 Think-and-Do to accompany: (*workbook*)
 New Friends and Neighbors
 Think-and-Do to accompany: (*workbook*)
 New More Friends and Neighbors
 Seeing Through Arithmetic, Grade 2
 Seeing Through Arithmetic, Grade 2,
 Practice Tablet

(c) GRADE THREE

Stories of Fun and Adventure Book 1 (*Copp Clark Reading Series*)
 Book 2
 Seeing Through Arithmetic, 3 (*Revised*)
 Concepts in Science, 3

(d) GRADE FOUR

Adventure Awaits (*Reader*) *Ginn Series*
 Language Comes Alive, 4
 Arithmetic - (*no textbook required*)
 Science - Concepts in Science, 4
 Nelson's Canadian Junior Atlas

(e) GRADE FIVE

Beyond the Horizon (<i>Reader</i>) <i>Ginn Series</i>	
Language Comes Alive, 5	
Arithmetic - (<i>no textbook required</i>)	CAUTION FEE
Science - *Discovering Our World, 2 _____	2.80
Science - *Discovering Our World, 3 _____	2.85
Social Studies - *They Went Exploring - Lambert _____	2.75
Nelson's Canadian Junior Atlas	

* Textbooks loaned on Caution Fee.

(f) GRADE SIX

New Worlds (<i>Reader</i>) <i>Ginn Series</i>	
Language Comes Alive, 6	
Arithmetic - (<i>no textbook required</i>)	CAUTION FEE
Science - *Discovering Our World, 3 _____	2.85
Social Studies - *Builders of the Old World - Hartman _____	5.25
Nelson's Canadian Junior Atlas	

11.

SEPARATE SUBJECT COURSES

(a) GRADE THREE

LANGUAGE ARTS - Based on the readers, Stories of Fun and Adventure Books 1 & 2.

SOCIAL STUDIES & SCIENCE -

ARITHMETIC - Based on Seeing Through Arithmetic 3 (Revised)

(b) GRADE FOUR

SCIENCE - Based on Concepts in Science 4. This course to be available during the 1975-76 school term.

GRADES FOUR, FIVE, SIX

ARITHMETIC - A modern arithmetic program which does not require a textbook. All teaching instruction, practice work and SEND FOR CORRECTION exercises are included. At the Grades Five and Six level a short introduction on metric study is included.

GRADE SIX

SOCIAL STUDIES - Early Civilizations of Man - This course to be available during the 1975-76 school term.

12.

SUBMISSION OF LESSONS

- (a) When the student completes all the exercises of the first lesson, forward the lesson to the Alberta Correspondence School in the envelope provided. The Alberta Correspondence School pays the surface postage on all mail sent out by the School to an address in Canada or the United States, but *not* on mail sent in.
- (b) The student then works on the second lesson while the first lesson is at the School being corrected. He should not wait for the first lesson to be returned. Each lesson should be mailed as soon as possible after it has been completed. More than one lesson should not be sent at one date of mailing without a full explanation given on the mailing form.

(c)

GRADING SYSTEM

Letter gradings are used to evaluate completed lessons in Grades 3-6.

- A - 80-100%
- B - 65-79 %
- C - 50-64 %
- D - 0 -49 %

Promotion Certificates are issued to elementary students upon satisfactory completion of their grades.

13.

RE-REGISTRATION

Even though correction service is available and lessons may be submitted during July and August, a student should attempt to complete all lessons by the end of June. A student, living in Alberta or a student living outside Alberta, who is unable to complete the lessons within the required time, may re-register at the end of August. There is no charge for a first re-registration. The student may continue submitting lessons from the point at which he left off.

If a student, living outside Alberta, does not complete the grade after the first re-regis-
ration, no further re-registration in the grade will be permitted. The student will have to complete a new registration and pay the full registration fee.

14.

ATTENDANCE AND PROGRESS REPORT

This form is to be completed by the attending teacher when a student is transferring from a classroom to correspondence instruction during the school year.

TO THE TEACHER

When indicating the material studied by the student, please be specific, giving topic headings and where possible, titles and page numbers of the textbooks studied up to the time the student discontinued school attendance.

Below is a detailed report on the work covered and the progress made by:

_____ who attended
(Name of Student) GRADE

_____ from _____
Name of School Month

to _____ . Days present _____ .
Month

Reason for transferring from the classroom _____

_____ (Signed) _____
Teacher or Principal

Subject	Material Covered Textbooks Used	Standing (Percentage or Letter grading)
LANGUAGE		
READING		
ARITHMETIC		
SOCIAL STUDIES		
SCIENCE		

COURSES AVAILABLE FOR ADULTS

15.

An adult may apply for registration in an elementary grade if he so wishes. He is reminded, however, that courses for Grades I, II and III are prepared for young children and that much of the material in them is of little value to an adult. Occasionally an adult, who has a rudimentary reading knowledge, wishes to apply for a Grade IV, V or VI course. It is important to note that the courses for these grades are full grade courses which include all subjects at the elementary level. If you are interested in one of these grades, please state reason for requesting the elementary course. (See item 4, page A of the application form.)

An Alberta resident who wishes to enrol in a full grade course should complete pages A and B of the enclosed application form. (See conditions of eligibility for free courses on page 3)

It is suggested, however, that an adult who has had some previous elementary schooling should begin with the special courses, ENGLISH FOR ADULTS 1 and MATHEMATICS FOR ADULTS 1 that are described below.

16.

SPECIAL ADULT COURSES

The Alberta Correspondence School has prepared two special courses at the elementary level for adults: ENGLISH FOR ADULTS 1 and MATHEMATICS FOR ADULTS 1. A student may apply for one or both of the subjects. He must, however, be capable of reading with understanding before applying for these adult courses. No textbooks are required except a good dictionary. The material covered in the courses is as follows:

ENGLISH FOR ADULTS 1: This is a course in English which attempts to give the adult, in one course, the equivalent of the first six years of elementary school English.

MATHEMATICS FOR ADULTS 1: This is a course in elementary arithmetic using the "modern" method. It assumes that the adult has little or no background in the traditional or "old" arithmetic formerly taught in Alberta Schools, or in modern mathematics. The twenty-four lessons of this course cover the material in Grades I through VI and serve as a preparation for work at the Grade VII level.

TO REGISTER FOR ONE OR BOTH OF THE SPECIAL ADULT SUBJECTS, COMPLETE PARTS A AND B OF THE ENCLOSED GREEN APPLICATION FORM WHICH ARE APPLICABLE TO YOU, THEN RETURN THE GREEN FORM TO THE ALBERTA CORRESPONDENCE SCHOOL WITH THE REQUIRED FEE.

17.

REGISTRATION FEES

	Alberta Residents	Non-Residents
ENGLISH FOR ADULTS 1	\$8.00	\$10.00
MATHEMATICS FOR ADULTS 1	\$8.00	\$10.00

Payment of Fees should be by money order or cheque, made payable to the Department of Education, Edmonton, Alberta.

MAILING CHARGES ARE EXTRA ON PARCELS SENT OUTSIDE CANADA OR THE UNITED STATES.

18.

RE-REGISTRATION FOR ADULTS

A registration in ENGLISH FOR ADULTS 1 or MATHEMATICS FOR ADULTS 1 is valid until the end of the first week of September, 1976. Should a course not be completed by the end of the first week of September, 1976, the student may re-register at a cost of \$2.00 per subject and then continue submitting lessons from the point at which he discontinued.

FOR INFORMATION ON MORE ADVANCED COURSES IN ADULT STUDIES WRITE THE ALBERTA CORRESPONDENCE SCHOOL REQUESTING A COPY OF THE ADULT SUPPLEMENT AND APPLICATION FORM C133L.

19.

REFUNDS (TO STUDENTS WHO HAVE PAID FEES)

If a course is cancelled within a period of *TWO MONTHS* from the date material has been mailed, and a letter of explanation is sent to the Director, refunds will be made according to the scale below, provided no lessons have been submitted. *THE STUDENT IS NOT ELIGIBLE FOR A REFUND IF A LESSON HAS BEEN SUBMITTED FOR CORRECTION.*

Note: "*Perfect condition*" means that staples have not been removed and that there are no marks or writing on any page.

Full Grade Courses	REFUNDS Non-Residents
Lessons returned, postage prepaid, in perfect condition, and textbooks returned -----	\$23.00
Lessons not returned, or not returned in perfect condition -----	5.00

SPECIAL ADULT COURSES

English for Adults 1 or Mathematics for Adults 1	Alberta Residents	REFUNDS Non-Residents
Lessons returned, postage prepaid, in perfect condition -----	\$6.00	\$8.00
Lessons not returned, or not returned in perfect condition -----	NIL	2.00

20.

SUPPLIES

Please note that supplies are not sent free of charge to any student. It is suggested that the following materials be obtained for completing lessons in Grades I - VI.

- (a) several wide-ruled scribblers for practice work
- (b) H-B pencils
- (c) crayons - wax or crayograph
- (d) a good-flowing pen
- (e) powder tempera paints and brushes available at:

Hughes-Owens Company Ltd.
10326 - 101 Street
Edmonton, Alberta, T5J 0V4

- (f) paste
- (g) a Soprano recorder for Grade IV music available at:

Robinson and Sons
10011 - 105 Street
Edmonton, Alberta

N.L.C. - B.N.C.



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